



## 2016 Temporary/Seasonal Positions

USDA Forest Service  
R2-Rocky Mountain Region

Grand Mesa, Uncompahgre & Gunnison  
NF  
Grand Valley Ranger District



Contact the Grand Valley Ranger District at 970/242-8211 for upcoming vacancies for 2016 field season in November 2015 for fire positions and first week in January 2016 for other seasonal positions on the Grand Valley District.

Limited housing is available for seasonal positions on a first come, first serve basis.

Many positions will require the operation of Forest Service vehicles or equipment. A valid state driver's license is required in order to obtain a government driver's license.

### Information Assistant (GS-0303-3)- Grand Mesa Visitor Center

Duties include greeting visitors, answering telephones, and providing routine information about the forest and immediate area. The incumbent will also serve as a collection officer for the District. Other duties involve operating the cash register and giving short Environmental Education programs.

### Forestry Aid (GS-0462-3) Timber and Trail Crew

Performs the full range of standardized forestry support duties for fire, timber, silviculture, recreation, wilderness, or research duties. Assists in one or more of the following duties; cruising timber by following specific instructions on taking and recording simple measurements and running compass lines in the field using compass and chain; noting compliance with rules and regulations on parking, campfire, sanitation, use of picnic sites, or hunting and fishing; maintaining and cleaning up recreation/wilderness areas; performing standard fire prevention, dispatch, or outlook duties; or performing various standard duties related to silviculture activities.

### Forestry Technician – Timber Sale Prep (GS-0462-4/5)

Takes and/or records basic measurements such as compass readings, distance measurements, tree heights, tree diameters, tree growth, and determines common species. Receives training on marking trees for cutting using tools such as Spiegel Relaskop, clinometer, compass, chain, diameter tape, increment borer, electronic field data recorder, etc. Selects and marks individual trees for harvest using well defined marking guidelines, silviculture prescriptions, and specific instruction. Estimates individual tree volume by established methods. Traverses harvest units to produce maps. Designates sale area and cutting unit boundaries on the ground. Depending on grade, may provide leadership and direction to a crew performing a variety of field measurements, collection and monitoring tasks.

### Forestry Technician – Recreation (GS-0462-4/5) OHV Crew

Contacts visitors to provide information about recreation regulations, opportunities, and current restrictions. Provides information on resource management practices in the area. Checks for compliance with regulations, issues notices for common violations, and reports other violations to supervisor. Assures recreation area and trails are maintained in accordance with standards. Constructs and rehabilitates minor recreation facilities and trails. Makes safety checks of public use areas and takes corrective actions. Depending on grade, may direct or lead one or two lower grade employees engaged in recreation maintenance and/or contract work.

### Forestry Technician – Trails (GS-0462-4/5)

Employee is a crew member or leader for duties in support of programs in recreation and wilderness management with the ability to hike long distances in a remote setting. Duties include maintaining and constructing trails, installing waterbars, livestock guards, and/or bridges, using various tools and equipment. Performs condition surveys, trail clearing, and reconstruction. Conducts trail patrols to ensure trail use, and maintenance are within agency standards. Uses tools such as chain saws, crosscut saws, adze, axes, and hand tools, and may operate ATVs, UTVs, 4x4 trucks and trailers.

### **Fire Positions**

*Conditions of employment for fire positions are to successfully complete the WORK CAPACITY TEST (WCT) for wildland firefighters. Based on the type of work performed, taking and passing the WCT at the arduous level is a “condition of employment.” The Arduous Fitness (PACK) Test consists of a three (3) mile hike, within forty-five (45) minutes, while carrying a forty-five (45) pound pack.*

### Forestry Aid - Fire (GS-0462-3)

These positions are part of a wildland fire crew, performing firefighting work on an engine or hand crew. Assignments include developing a working knowledge of fire suppression and fuels management techniques, practices and terminology. This consists of fireline construction, use of pumps and engines, hose lays, hand tools, chainsaws, working around aircraft, and patrolling fireline to locate and extinguish hotspots that may be a threat. Cleans and maintains fire tools and equipment. During prescribed burns, monitors and controls the fire, and collects data on fire weather and fire behavior. There may be frequent travel associated with these positions.

### Forestry Technician - Hand Crew (GS-0462-4)

This position serves as a skilled crewmember on a handcrew assigned to performing fire suppression duties under the most adverse conditions of climate, fuels, and terrain on the full range of complexity of fires. Utilizes a variety of specialized tools, equipment and techniques while actively suppressing wildfires, such as a Pulaski, shovel, McLeod, ax and chainsaw to control the spread of wildfire. Performs basic fireline activities such as line construction, lopping and scattering of fuels using hand tools and holding, patrolling, monitoring and mop-up operations. Moves dirt, chops brush, small trees, etc. to construct fire line. During prescribed burns, monitors and controls the fire, and collects data on fire weather and fire behavior. This position requires frequent travel to all parts of the country to perform suppression activities.

### Forestry Technician - Hand Crew (GS-0462-5)

This position assist in leading crewmembers on a handcrew assigned to performing fire suppression duties under the most adverse conditions of climate, fuels, and terrain on the full range of complexity of fires. Utilizes a variety of specialized tools, equipment and techniques while actively suppressing wildfires, such as a Pulaski, shovel, McLeod, ax and chainsaw to control the spread of wildfire. Performs basic fireline activities such as line construction, lopping and scattering of fuels using hand tools and holding, patrolling, monitoring and mop-up operations. Moves dirt, chops brush, small trees, etc. to construct fire line. During prescribed burns, monitors and controls the fire, and collects data on fire weather and fire behavior. This position requires frequent travel to all parts of the country to perform suppression activities.

Location information:

Grand Valley Ranger District – Grand Junction, CO

2777 Crossroads Blvd, Grand Junction, CO 81506

Phone: 970-242-8211

<http://www.fs.usda.gov/main/gmug/home>

## APPLICANT GUIDE

These appointments are temporary seasonal positions. The vacancy announcements are posted on USAJOBS at [www.usajobs.gov/](http://www.usajobs.gov/).

To apply for a job, there are four basic steps:

1. **CREATE AN ACCOUNT** - Enter your profile information and create or upload a resume. Please note that you do not need to create a "My Account" to search for jobs, but you must create an account to apply for jobs online. You will need to request a user ID and password. Allow yourself at least two days before the application deadline to complete this process to ensure you have time to get your application submitted.
2. **SEARCH JOBS** – Use basic search to enter in job and location keyword information from the USAJOBS home page. Or you can use the advanced search function which allows you to search by vacancy announcement number or series and grade. Review the job opportunity announcements and note of those of interest. Carefully review the "Qualification and Evaluation" section to determine whether you will qualify for the position. GS-3 positions are entry level positions. As the grades get higher (GS-4, GS-5, etc.), they require more specialized experience or qualifications.
3. **APPLY FOR JOBS** – Carefully follow the instructions in the "How to Apply" section for each announcement. You may store up to five uploaded or "resume builder" created resumes in your profile. Submit any additional documentation to verify your qualifications such as transcripts, SF-50 Notification of Personnel Action (if you have previously worked for the federal government), and/or Veterans' Form DD-214. *Please see the "Additional Information" below regarding supplemental documentation and resumes.*
4. **MANAGE YOUR CAREER** – Log into your account to obtain application status for positions for which you have applied. Contact the agency for specific follow-up questions or those related to the particular job. The agency contact information is listed on the right hand side of the announcement. You may also contact District personnel regarding the position. However, please note that we do not see your application until the vacancy announcement has closed and we have requested a list of candidates. Only those applicants that are qualified for the position will be referred to the hiring official.

### ADDITIONAL INFORMATION

#### REGARDING APPLICATIONS:

- If you have experience as a firefighter, be sure to attach your IQCS, or IQS, Master Record to both your USAJOBS account and your application. This documentation supports what you are submitting in your application. Failure to attach it may disqualify you from being eligible for higher graded fire positions, specifically at the GS-5 level or higher.
  - **If you are basing any of your qualifications on your education, you must attach valid transcripts.** There is no method to verify education (including coursework completed and GPA) without these.
- Special Notes:
- Valid transcripts are those that are issued by the school (official or unofficial). Course listings/grades pulled from your student profile or account are not transcripts.
  - Transcripts that have been altered in any way (i.e. written on, edited) are not considered valid.
  - Attaching password protected transcripts is not recommended. There is not a remarks section within the application that will allow you to provide the password. If they cannot be accessed, they cannot be verified.
  - **If you are claiming Veteran's preference, you must attach your DD-214.**
  - It is important to remember that your answers to the minimum qualification – knowledge, skills, and abilities – questions must be supported by the contents of your resume or attached documents.

## REGARDING RESUMES:

Your resume is the basis for determining qualifications, so you need to be as complete as possible. There are a number of items that should be included to improve your chances of making the referral list and being selected for a seasonal/temporary position with the Forest Service.

### Work Experience:

- Be sure to include specific dates of employment, in **mo/day/yr format** (i.e. 05/15/2012 – 08/24/2012), and hours per week. This helps determine experience level. Note: the resume builder in USAJOBS only allows you to select mo/yr. It is recommended that you upload your own resume or include the specific dates in the remarks section where you explain your work experience for that position.
- Be very specific and detailed when describing your work experience. **Include everything:** duties, responsibilities, equipment and tools used. It is important to remember that the people determining your qualifications are comparing your work experience to the position description of the job you are applying for. This is especially true for higher graded positions (GS-4, GS-5).
- Volunteer Experience also counts. If you have volunteered for any local organizations be sure to include it.

### Certifications:

- Include all relevant certifications and training. For instance, if you are a certified pesticide applicator, this would be good to include on a resume for a Weeds/Range position. If you are applying for a fire position and have completed S-190 Introduction to Wildland Fire Behavior, document this on your resume.

### References:

- References are checked during the selection process. Be sure to include at least two professional references.